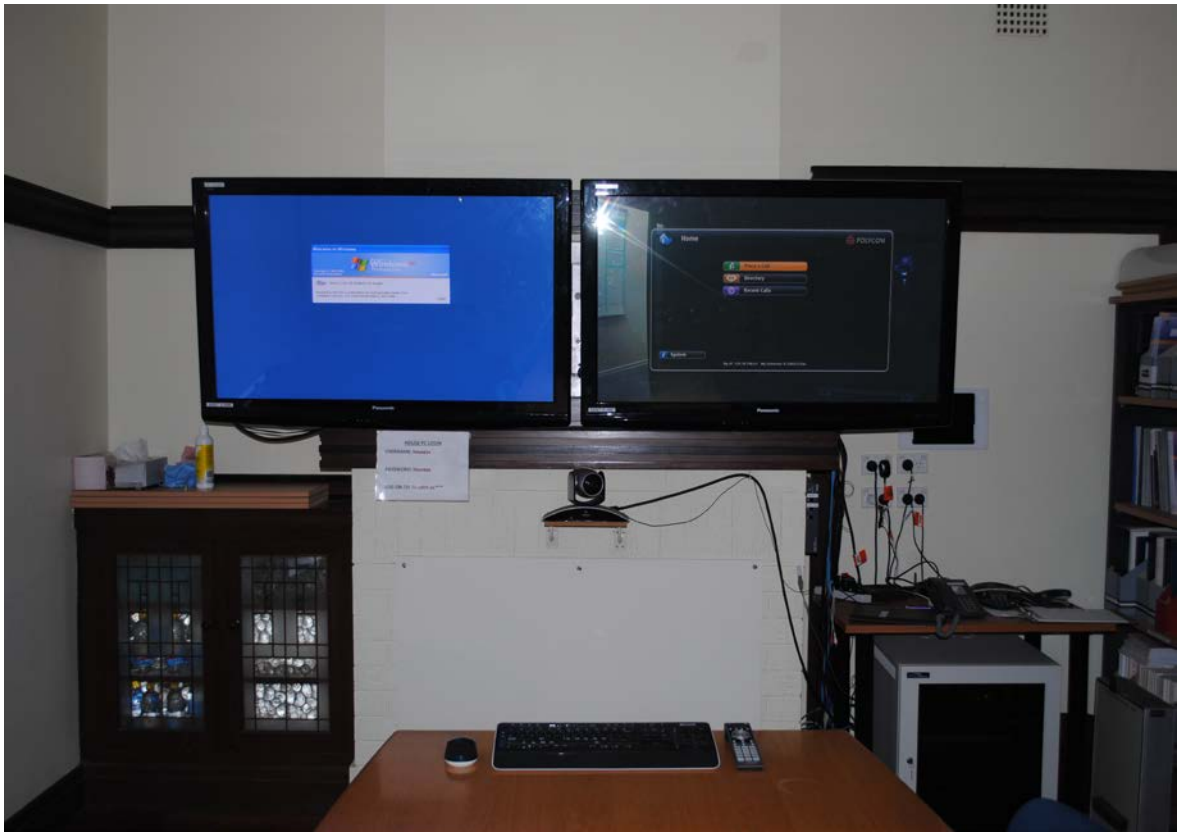

OLD VC Room

Video Conference

User Guide

*****DO NOT REMOVE FROM ROOM*****

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Video Conference Remote Control

Access the online help; see system status in a call
Press to power the system on; hold to power off
View button presses and various menus
Store camera presets (when followed by a number); delete all camera presets
Select a camera or other video source
Cycle through display layouts
Start and stop sending content to far sites
Select a far-site camera or video source
Adjust the camera; navigate through menus
Confirm your current selection; perform functions on highlighted items
Increase or decrease the sound you hear from the far sites
Zoom the camera in or out
Select a near-site camera or video source
Mute the microphone audio you're sending to the far sites
Return to the previous screen
Return to the Place a Call (home) screen
View or manage directory entries
Place or answer a call
End a call
Display the onscreen keyboard
Delete letters or numbers
Display menu of optional features
Enter letters or numbers; move the camera to a stored position
Enter a dot in an address
Control a programmed recording device
POLYCOM

Components

Room Lights – lights are located on the left wall when you walk in, below AC Thermostat.

Left Screen displays –House PC (input PC), Video Conf content (AV2)

Right Screen displays – Video Conference (input AV 2), DVD (AV1), PC Extended (PC)

*(***screen inputs can be toggled by using the AV button located on the right side of the screens if required****)*

Video Conference Unit – this is black box located in cabinet under table at front with blue light

House PC – this is the Dell PC located above the Video Conference unit and you use the Dell Keyboard and mouse

Camera –located below screens

How to place a call with no presentation material

1. Make sure the video conference unit is on
2. Make sure Right screen is on input AV 2
3. Use the grey remote control to place a call (Refer to page 3 for remote buttons)
4. Enter address of site you are calling or select from directory if the site is in the directory then press the PLACE OR ANSWER A CALL button
5. After call has connected use the grey remote control to adjust MUTE, VOLUME LEVEL and CAMERA position.
6. At the completion of call use the grey remote to select the END CALL button.

How to place a call with a Bridgit presentation

1. Make sure the video conference unit is on
2. Make sure the housepc is on
3. Make sure Right screen is on input AV 2
4. Make sure the Left screen is on input PC
5. Use the grey remote control to place a call (Refer to page 3 for remote buttons)
6. Enter address of site you are calling or select from directory if the site is in the directory then press the PLACE OR ANSWER A CALL button
7. After call has connected use the grey remote control to adjust MUTE, VOLUME LEVEL and CAMERA position.

****Pls refer to page 9 for PC login and Bridgit setup ****

8. At the completion of call use the grey remote to select the END CALL button.

How to place a call and send content

1. Make sure the video conference unit is on
2. Make sure the housepc is on
3. Make sure right and left screens are on input AV 2
4. Use the grey remote control to place a call (Refer to page 3 for remote buttons)
5. Enter address of site you are calling or select from directory if the site is in the directory then press the PLACE OR ANSWER A CALL button
6. After call has connected use the grey remote control to adjust MUTE, VOLUME LEVEL and CAMERA position.
7. Send content via selecting the content button on the remote (refer to page 3)
8. At the completion of call use the grey remote to select the END CALL button.

How to receive a call with no presentation material

1. Make sure the video conference unit is on
2. Make sure Right screen is on input AV 2
3. Wait for incoming call (it will answer automatically)
4. After call has connected use the grey remote control to adjust MUTE, VOLUME LEVEL and CAMERA position.
5. At the completion of call use the grey remote to select the END CALL button.

How to receive a call with a Bridgit presentation

1. Make sure the video conference unit is on
2. Make sure the housepc is on
3. Make sure Right screen is on input AV 2
4. Make sure the Left screen is on input PC
5. Wait for incoming call (it will answer automatically)
6. After call has connected use the grey remote control to adjust MUTE, VOLUME LEVEL and CAMERA position.

****Pls refer to page 9 for PC login and Bridgit setup****

7. At the completion of call use the grey remote to select the END CALL button.

How to receive a call with content

1. Make sure the video conference unit is on
2. Make sure the housepc is on
3. Make sure right and left screens are on input AV 2
4. Wait for incoming call (it will answer automatically and content should display on the left screen)
5. After call has connected use the grey remote control to adjust MUTE, VOLUME LEVEL and CAMERA position.
6. At the completion of call use the grey remote to select the END CALL button.

How to play a DVD

1. Make sure right screen is on AV 1
2. Turn DVD player on using either the remote control or button on front of DVD player
3. Insert your DVD, DVD should auto play if not select play on the DVD remote control

House PC
Login Credentials

Username = .\housepc
Password = housepc

How to view a Bridgit Presentation

1. Double click Bridgit icon located on the desktop and the Bridgit window will open.
2. Select the presentation you would like to watch from the Meeting name drop down menu and click join meeting See Fig1

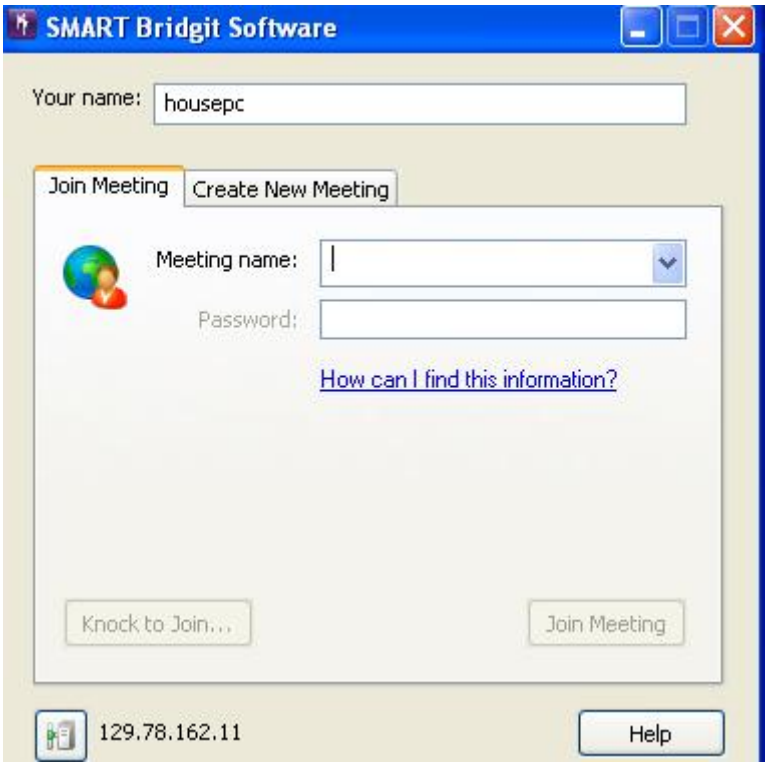

Fig 1

3. To exit select menu located at top of screen then select exit Bridgit and yes to confirm.

How to create a Bridgit presentation

1. Double click Bridgit icon located on the desktop and the Bridgit window will open
2. Select the Create New Meeting tab and enter a descriptive name for the meeting.
3. Click Create New Meeting button
4. When prompted enter the password Bridgit
5. A window will open you now need to select from the top left of screen the button called Share My Desktop. See Fig 2

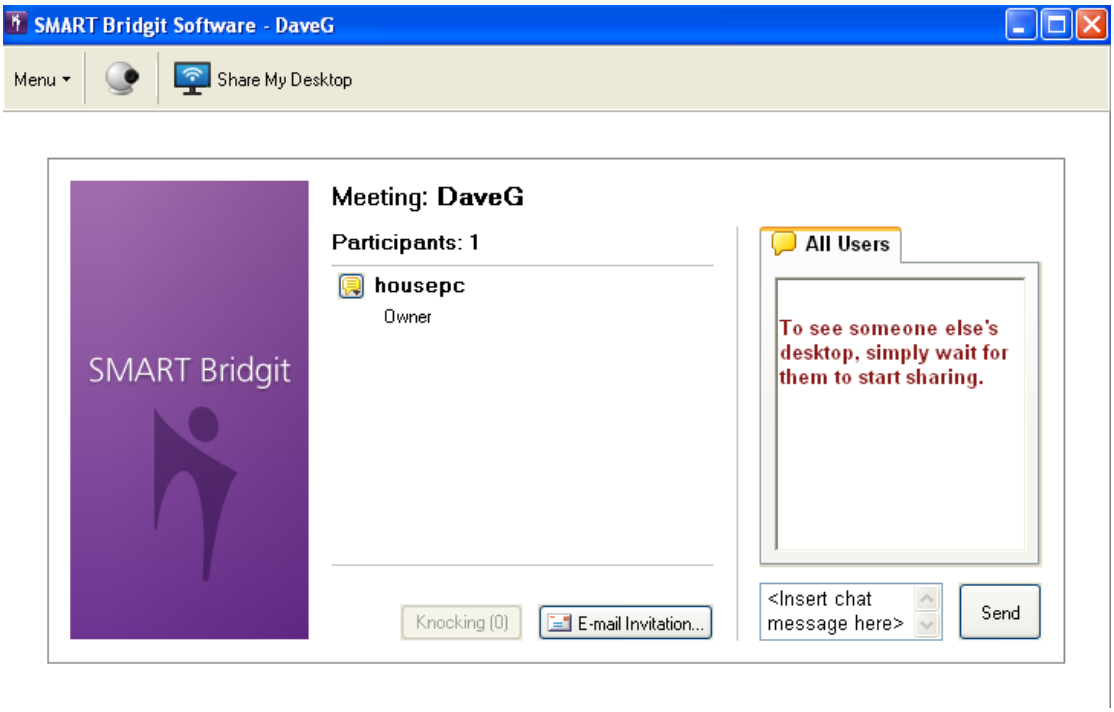

Fig 2

6. You should be now sharing your desktop to end the Bridgit session you select menu located at top of screen then select exit Bridgit and yes to confirm

Troubleshooting

Cannot see anything on either screen

1. Make sure screens are plugged in and turned on
2. Are the screens on the correct inputs? (refer to user guide)
3. Are the video conference unit and house PC turned on and not in sleep mode (move mouse press a key on the keyboard)
4. Power cycle video conference unit and house PC

Cannot hear any sound

1. check the volume on the video conference unit (use remote)
2. check that the volume on the screens is turned up high enough (use V+ or V- to adjust volume on right side of screens)
3. check that speaker cable is plugged into the back of the video conference unit ***(***shutdown VC unit before checking***)***
4. make sure remote end is not on mute
5. Power cycle video conference unit

Far end cannot hear you

1. make mute is not on (use remote control to toggle mute)
2. Ask remote end to check their volume

Remote control or Keyboard will not respond

1. Check that the receiver is in line of sight
2. check batteries on remote or keyboard
3. Power cycle video conference unit and/or house PC

Camera will not respond to Pan, Tilt or Zoom

1. Change batteries on remote
2. Power cycle video conference unit

Contacts:

UCRH Reception: **0266207570** or Ext **7570**
AVIT Usyd (Video Conference Bridge): **0293517325**
UCRH IT Officers: Can be contacted via UCRH reception